



Prepare | Explore | Empower

**The Academy
Board of Directors**

*Executive Work Session
Monday, October 30, 2023*

Agenda

No Work Session this month – Special Meeting: Fall Data Presentation.



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The Academy Board of Directors

Board Meeting
Monday, October 30, 2023

5:30 pm

Agenda

Consent Agenda	
Moved by	
2 nd By	
Action	

Y/N/P/A	Name
	Drewlow, S
	Klenjoski, D
	Coffee, A.
	Sanchez, K
	McDuffee, A
	Fransua, L
	Cofrades, K

I. Open Meeting

The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.

II. Consent Agenda

- a. Approve Agenda
- b. Approval of [September 25, 2023](#), minutes

III. Public Comment

The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes total, ten minutes per topic, and 2 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.

IV. Reports from Directors, Principals, and Committees

- a. Fall Data Presentation – *Expectation: Level Principals will update the Board on the roll-out of their Annual Work Plans, including a presentation of their beginning of year data collection for the Bi-Annual Instruction & Culture Scorecard.*
 - i. High School Principal – Stephanie Mann
 - ii. Middle School Principal – Erik Mikulak

- iii. Upper Elementary Principal – Sarah Gramarossa
- iv. Lower Elementary Principal – Suzie Galbraith
- b. Committee Reports – *Expectation: Committee Chairs will update the Board on progress with each committee.*
 - i. [Finance](#) – See meeting minutes.
 - ii. [SACademic](#) – See meeting minutes.
 - iii. [PTO](#) – See meeting minutes.

V. Presentation and Discussion

- a. Facilities Master Plan – *Expectation: The Executive Director will share an update on progress implementing the Master Plan and collect feedback to guide the ongoing process.*
- b. Charter Renewal Presentation – *Expectation: Board members will discuss any guidance they wish to offer for the Executive Director’s upcoming renewal presentation to CSI.*
- c. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

VI. Executive Session C.R.S. §24-6-402(4) – *Expectation: As needed, the Board may call an executive session for one of the specific topics identified below via a 2/3 majority.*

- a. Discussions regarding buying or selling property;
- b. Conferences with an attorney to receive legal advice;
- c. Matters required to be kept confidential by state or federal law (e.g., student academic records);
- d. Security arrangements or investigations;
- e. Determining contract negotiation strategies;
- f. Personnel matters;
- g. Consideration of documents protected from disclosure under the Open Records Act; or
- h. Discussion of individual students where public discussion would adversely affect the student involved.

VII. Executive Summary

- a. No agenda items this month.

VIII. Board Meeting Self-Scoring – *Expectation: The board will self-score their performance for the meeting according to preset criteria.*

Scoring Rubric	
1	Unsatisfactory
2	Satisfactory, looking for significant Improvement
3	Satisfactory, improving but still below expectations
4	Efficient meeting, meets expectations

 /4

IX. Adjourn Meeting



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Board of Directors
Board Meeting Minutes
Monday, September 25, 2023

Board Members Present:

Sarah Drewlow	Chairperson
Amy McDuffee	Vice Chairperson
Larissa Fransua	Board Member, online
Autumn Coffee	Secretary
Kevin Sanchez	Board Member
Kristen Cofrades	Board Member
Dan Klenjoski	Treasurer

Also Present:

Brent Reckman	Executive Director
Mark Wilson	COO
Andrea Foust	Finance Manager

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on September 25, 2023.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 7:00 pm.

II. Consent Agenda

a. Mr. Sanchez moved to approve the August 28, 2023, minutes. Seconded by Mrs. McDuffee.

Discussion:	None
Ayes:	Mr. Klenjoski, Mrs. Coffee, Mrs. Fransua, Mrs. Cofrades, Mrs. Drewlow
Nays:	None

III. Public Comment

There was no public comment this month.

IV. Executive Session

a. Mrs. Drewlow made a motion to move into Executive Session for a conference with our attorneys; she invited Mr. Reckman, Mr. Wilson, Jamie, and Kristen ???. Mrs. McDuffee seconded the motion. With no objections, the Executive Session began.

b. The Executive Session ended at 8:05 pm.

V. Reports from Directors, Principals, and Committees

a. Executive Director Report

i. Instruction and Culture – Middle School is now fully staffed and fully enrolled. The two Outdoor Ed trips were a success. We'll continue giving the appropriate supports throughout the year.

ii. October Count – We are slightly under the budgeted number of students.

b. Finance Committee

i. Budget Timeline – We have several factors to consider when planning the budget: enrollment, mid-year funding, salaries, benefits, and reserves.

- ii. Because we are just starting the year, there are no specific updates to give on the budget.
 - iii. Banking Structure – We will be updating our savings structure slightly to satisfy the requirements of Sunflower Bank. The will involve moving a minimum amount of money from one account to another.
 - c. SACademic Committee
 - i. The committee discussed the UIP.
 - ii. We also had some discussion on the Family Engagement Plan.
 - d. PTO – no comments beyond the minutes.

- VI. Presentation and Discussion
 - a. Reimbursement Resolution – our attorney recommended that we adopt this resolution for this purpose: if we choose to spend cash on some early projects before we do financing, this resolution creates the opportunity for us to pay ourselves back when we begin financing down the road. The board is going to discuss this in a future meeting.

- VII. Executive Summary
 - a. FERPA Policy – Mrs. Drewlow made a motion to adoptt the FERPA Policy as presented. Mr. Sanchez seconded the motion.

 Discussion: None

Ayes: Mr.Klenjoski, Mrs. Coffee, Mrs. Fransua, Mrs. Cofrades, Mrs. McDuffee

Nays: None

 - b. Mr. Sanchez made a motion to adopt the Facilities Master Plan as presented, which validates the work of the Futures Committee and give the green light to move to the next stage. Mrs. Fransua seconded the motion.

 Discussion: None

Ayes: Mr.Klenjoski, Mrs. Coffee, Mrs. McDuffee, Mrs. Cofrades, Mrs. Drewlow

Nays: None

- VIII. Board Meeting Self-Scoring Board Self-Scoring – Today’s meeting was both efficient and met expectations, so the score is 4.

- IX. Adjourn Meeting

Mrs. Drewlow adjourned the meeting at 9:13 pm.

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Finance & Operations Board Report, October 2023

Members Present: Dan Klenjoski, Irina Szafranski, Amy McDuffee, Stephanie Mann, Andrea Foust, Mark Wilson, Brent Reckman.

Introductions

Expectation: Review agenda and norms as needed. Share any relevant resources for committee to review.

No new resources to share this month. As a reference, committee responsibilities were re-shared to draw attention to auditor call.

- ***Review of monthly financials prior to sending to Board***
- Ensure annual budget is prepared in a timely manner
- ***Ensure resources to support school's strategic direction/goals***
- Presentation of finances to Board for discussion and/or approval
- ***Monitors auditing process: gauging feedback from auditor***
- Identify long-term financial issues to address and make recommendations accordingly
- Provides oversight through checks and balances

Financial Report Review

Expectation: Financial report sent out in advance. Review and discuss current position.

		Budgeted Student Enrollment = 1845		Current Year - FY2024		
Acct	Account	September	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
Revenue						
1500	Earnings on Investments	19,903.11	59,661.53	100,000.00	59.7%	100,000.00
1600	Food Services	13,495.22	48,206.75	375,000.00	12.9%	375,000.00
1700	Pupil Activities	55,923.15	206,178.11	650,000.00	31.7%	650,000.00
1800	Community Services Activities	83,253.92	228,206.32	906,000.00	25.2%	906,000.00
1900	Other Local Sources	19,037.40	174,021.81	275,000.00	63.3%	275,000.00
3000	Revenue from State Sources	0.00	142,709.93	874,735.48	16.3%	874,735.48
3100	Categorical Revenue	352,470.06	352,470.06	382,581.94	92.1%	382,581.94
3200	Adjustments to Categorical Revenue	0.00	0.00	0.00		0.00
3900	Other Revenue From State Sources	217,135.94	757,561.25	3,439,663.11	22.0%	3,439,663.11
5200	Interfund Transfers	0.00	4,497.96	0.00		0.00
5600	Direct Allocations	1,633,769.91	4,901,309.73	19,125,225.69	25.6%	19,125,225.69
11	Total Revenue	\$2,394,988.71	\$6,874,823.45	26,128,206.22	26.3%	26,128,206.22
Expenditure Summary						
		September	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
0100	Total Salaries	997,080.58	2,108,735.71	12,510,341.96	16.9%	12,510,341.96
0200	Total Benefits	338,089.58	798,594.94	4,893,487.76	16.3%	4,893,487.76
0300-0500	Total Purchased Svcs	455,793.55	1,299,291.29	5,531,761.22	23.5%	5,531,761.22
0600	Total Supplies	263,507.96	711,444.47	2,345,125.28	30.3%	2,345,125.28
0700	Total Property	11,560.00	11,560.00	140,000.00	8.3%	140,000.00
0800	Total Fees/Pupil Activities	83,713.69	201,484.96	707,490.00	28.5%	707,490.00
0900	Total Other Uses	\$0.00	\$0.00	0.00	0.0%	0.00
	Total Expenditures	\$2,149,745.36	\$5,131,111.37	26,128,206.22	19.6%	26,128,206.22
	Salary Accrual Adj.		\$226,808.00			
	Net Profit (loss)	\$245,243.35	\$1,516,904.08	0.00		0.00
	Board Approved Beg. Fund Balance Use			0.00		0.00
	Budgeted Margin			0.00		0.00
	Beginning Fund Balance			9,790,275.50		9,790,275.50
	Est. Ending Fund Balance			9,790,275.50		9,790,275.50

Report sent out in advance. Items of note for the month included:

Revenue:

- 1700 Pupil Activities: Outdoor Ed. and Football totaled ~29K income.
- 1900 Other Local Sources: School fees inc. Athletics landed at ~19K.
- 3000 Revenue from State Sources: Capital Construction payment for September landed with us Oct 3rd, so will be included next month.

- 3100 Categorical Revenue: ECEA SpEd (312K) and ELPA (40K) came through. Bar some GT funds, those lines should now stay settled.

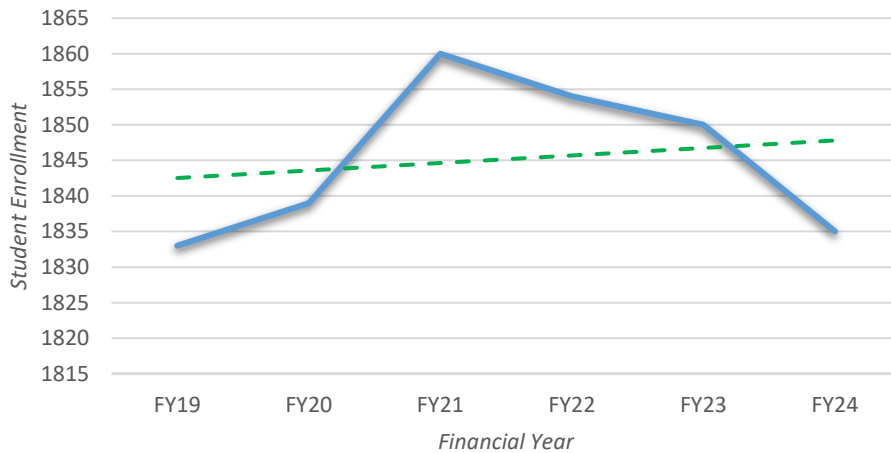
Expenditure:

- 0600 Supplies: MS desks and chairs arrived (65K), BOY food purchases for free lunches (74K).
- 0700 Property: Athletic scoreboards (11.5K).
- 0800 Pupil Activities: 48K outgoing for 6th and 8th Outdoor Ed.

It was noted that Oct Count has been submitted as 1835 which will be 10 lower than budgeted for (and 15 below FY23), so our PPR payments will reduce and adjust accordingly once we hit January. See below for enrollment trend data since FY2019:

Year	Enrollment
FY19	1833
FY20	1839
FY21	1860
FY22	1854
FY23	1850
FY24	1835

6 Yr Enrollment Trend



Facility Planning Update

Expectation: Review latest updates from Anser meetings.

Work continuing with Anser, HCM and JHL on timeline and work scopes. Currently 3 scopes of work being priced a) athletics b) 8 classroom addition and c) internal renovations. Total budget and draft schedules due within next 2 weeks. 23/24 debt coverage calculations estimate 3M for an athletics project would be achievable whilst still maintaining compliance. Sunflower have estimated 500K additional debt service per year would equate to around 6M borrowing (25 year amortization).

The following essential questions remain important and to be considered:

- What facility improvements will most likely improve or stabilize future enrollment?
- How far-reaching (students, staff and families) will the facility project be and what percent of those would we foresee as receiving direct benefit?
- How many years into the future are we comfortable in assigning debt to future Boards and Administrations?
- Is now or the near future the correct time to get the best funded loan/bond deal? If not now, then when?
- At what point in the future do we bring Sunflower, Paul Jasin, attorneys etc. to plan for next steps?
- What ranges of compensation e.g. 65-70% and debt service e.g. 8-12% would we like to set as acceptable parameters for future budgets?

Audit Outline

Expectation: Review draft audit as a group and hold executive session with auditor for committee to ask questions.

Audit was attached in full and highlights reviewed with the group. It included:

- Liabilities of The Academy exceeded its assets at the close of the most recent fiscal year by \$13,339,872 (net position). Represents positive change in net position of \$3,933,988.
- General Fund balance increased \$1,715,955 from \$8,074,320 to \$9,790,275.
- Proprietary Fund net position decreased by \$437,395 to total (\$1,465,331) overall.

Our auditor, John Cutler, called in and gave outline of FY23 review, noting there were no material errors, fraud, illegal acts or material weaknesses in our controls. Both parties are satisfied with the process that was undertaken. All non-administration members of the Committee remained for an executive session with John Cutler to ask any follow up questions and raise concerns if necessary.

Self-Evaluation

Expectation: Finance Committee members discuss the meeting and provide feedback to COO to improve the processes and meeting efficiency moving forward.

Committee self-rated at 4.

Next Meeting: 16 Nov, 2023

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SACademic Committee

October 2023 Agenda & Meeting Minutes

“Fueling lifelong success through preparation, exploration, and empowerment.”

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Scoring Rubric	
1	Unsatisfactory
2	Complete, looking for significant improvement
3	Complete, improving but still below expectations
4	Complete, meets expectations

Members Present:

Brent Reckman, Kristen Cofrades, Lisa Lefebvre, Daneke Callahan, Michelle Ledford, Nick Lewis, Min Cho, Christie Garofolo, Stephanie Bean, Ioana Dutchievici, Jennifer Zaccone.

1. Welcome and Review Protocols

Expectation: All committee members will start the meeting together with focus.

Meeting Protocols

- Start on time; end on time
- Members arrive prepared
- Technology for meeting use
- No sidebar conversations
- Focus eyes, ears, and heart on speaker and topic

Notes: n/a

2. Course Changes & New Course Review

Expectation: The committee will review course changes and/or new course and curriculum proposals for next year.

Notes: There are no proposal for course changes or new course/curriculum additions for the 2024-25 school year. However, in the November meeting we will hear a proposal for a small pilot effort in the 2024-25 school year aimed at adjusting the High School Science course sequence.

3. Family, School, & Community Partnerships Plan

Expectation: The committee will begin a discussion about the development of a new Family, School, & Community Partnerships Plan and work toward identifying 2-3 key priorities to guide the plan.

Notes: Committee members discussed the purpose behind investing in Family, School, and Community Partnerships by reviewing key resources put out by the Colorado Department of Education. This included reviewing the definition of these types of partnerships, a continuum of high impact strategies, a PK-12 framework, and examples of promising practices.

The committee confirmed its interest in pursuing this work further and drafted an initial goal statement: *Identify and implement high impact strategies for maximizing family partnerships to improve student outcomes across PK-12.*

Next steps will include documenting practices already in place, identifying a small number of key PK-12 practices to focus on in the short term, and developing effective and efficient communication practices.

4. Self-Assessment

Expectation: The committee will self-assess on the effectiveness of today's meeting.

Notes: 4 - Good attendance; great discussion; all committee members were prepared and contributed.

Next Meeting: November 13, 2023

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The Academy of Charter Schools
PTO Meeting Minutes
September 7, 2023

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Thursday, October 5, 2023 at 6:03pm by President Stephanie Pearl.

Attendees:

Stephanie Pearl - President
Vice President - Nikki Roma
Vice President - Ioana Makkai Dutchievici
Secretary - Kristie Schovajsa
Treasurer - Susan Wagar

Grace Smith
Anathea Becker
Stephanie Beam - via video
Lucina Taplin - via video

Parents Roster on file

Approval of Minutes

Kristie Schovajsa made a motion to approve the minutes for September, 2023. Steph seconded the motion. The meeting minutes were approved unanimously.

Officer's Reports- Treasurer

Susan Wagar received the Treasurer's report; see attached.

Old Business:

Nikki shared that CFA was a huge success. 169 sales, Ms. Depews class was the winner with 26 of her students coming.

Susan asked for clarification on if PTO pays for the nugget tray, Nikki responded that CFA donates it.

New Business:

PTO is going to sponsor a drink station during parent/teacher conferences. Nice appreciation stickers were ordered to put on the cups, multiple drink flavors and fruit to add to their drinks. 1 table at NC and 2 at MC. Suggestion of iced decaf was made but after speaking with staff decided against it.

Trunk or Treat: Sign up is out. The survey for PTO costume winner is: SCHOOL SUPPLIES.

24 trunks have signed up so far. Nikki shared that she found The Magic School bus food truck and they offer a % back to the school, food is very reasonable. We shared that PTO will do presale of tickets during drop off / pick up. PTO will ask the cafeteria if they would like to serve pizza and hot dogs and drinks & hot cocoa.. Nikki is looking into getting 1 or 2 food trucks possibly. Stephanie (via phone) suggested we sell popcorn as a non sweet snack. Grace suggested Ruby Roo's food truck, she knows the owner.

Susan suggested we have a spirit night at the school with the food truck Nikki knows (Spuds food truck) with a movie night/playground time.

Breakfast with Santa will be discussed at the next meeting. Grace shared that Santa asked what time for him to arrive, we asked that he come 9-12. Stephanie (on phone) offered to volunteer her husband as an elf. Nikki shared she has an elf costume. Breakfast is 9-11, we thought to have the choir and band play during breakfast.

Future Spirit Nights: More to come at the next meeting.

Financial Report: The finances are shown on the financial report with the exception of the BTS funds, with that we have about \$3,000 now.

Bingo is the 28th- a suggestion was made push this out through classroom but due to our Saturday is a "must go" pot it will likely already be a packed house.

[Next Meeting Nov. 2, 2023.](#)

[Adjournment:](#)

Meeting Adjourned at 7:05pm by Steph.

Respectfully submitted:
Kristie Schovajsa

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